



CITY OF LONG BEACH
TECHNOLOGY & INNOVATION DEPARTMENT
COMMUNICATIONS SPECIALIST III - Production Coordinator LBTB
VIDEO COMMUNICATIONS DIVISION
\$29.67 - \$38.331 per hour

THE POSITION

The Technology & Innovation (TI) Department has an immediate opening for a permanent, full-time classified Communications Specialist III position within the Video Communications Division. Under limited supervision, this position reports to the Video Communications Officer at the City's TV station (LBTB). This position is responsible for assisting with all facets of media production for LBTB.

EXAMPLES OF DUTIES

- Supervises all productions and events that need to be documented, televised and produced for social media and broadcast purposes at LBTB;
- Coordinates all productions for LBTB, including field shoots, studio shoots and assists producer to ensure deadlines are met by editors;
- Ensures that all productions take place on time and on budget;
- Conducts production meetings for weekly and upcoming shoots with production crew;
- Develops new production ideas in collaboration with production crew and producers;
- Locates and contracts freelance production staff, including crew, to ensure that shoots and edits are properly staffed;
- Coordinates staff and contract staff to implement programming;
- Supervises and works directly with the Studio Specialist/Camera Operator (Systems Technician II) and other staff on a daily basis;
- Interfaces with Mayor, City Council, City Manager's office, elected officials and department heads for project assignments and needs;
- Ensures all equipment is working at City Hall for City Council meetings;
- Identifies needs and assists with the purchase and repair of equipment;
- Ensures all equipment, resources and tools required by staff and contractors are in working order;
- Oversees the installation and implementation of all new equipment at City Hall and the studio at LBTB;
- Operates camera, audio and other production equipment as needed to produce programming;
- Performs troubleshooting for various types of production equipment;
- Coordinates with closed captioning provider to provide services for City Council meetings;
- Answers calls from City staff, Elected Officials and LBTB staff/contractor's during off hours, weekends and holidays; and
- Performs other duties as assigned.

CONTACT INFORMATION

For more information regarding this exciting career opportunity, please visit the Civil Service Department website at www.longbeach.gov/civilservice.

**THE CITY OF LONG BEACH IS AN EQUAL OPPORTUNITY
EMPLOYER, THE DEPARTMENT OF TECHNOLOGY & INNOVATION
VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.**

DESIRABLE EDUCATION AND EXPERIENCE

Associate's Degree and/or Certification in T.V Production, Communications, or related field and two years of experience.

DESIRABLE KNOWLEDGE

- Experience setting up and directing a three camera production;
- Knowledge of robotic camera control systems and video switchers, which includes recording devices and audio mixer; and
- Current knowledge of the full range of production equipment including cameras, lighting, audio and editing programs.

DESIRABLE SKILLS

- Excellent communication skills;
- Strong interpersonal skills;
- Ability to be creative and innovative;
- Ability to supervise and direct productions;
- Ability to work collaboratively with people at all levels of the City organization, including high level officials;
- Ability to be a team leader and work in a team environment;
- Ability to provide excellent customer service;
- Ability to work under constant deadlines and manage multiple assignments and priorities;
- Excellent organizational and time management skills;
- Ability to be flexible; and
- Willingness to work extended hours during the day, night, weekends and holidays.

This information is available in an alternate format by request at (562) 570-6202.